

**Date:** [Insert Date]

**To:** All Residents / Tenants / Occupants

**Subject:** Notice of Routine Annual Fire Alarm Maintenance

Dear Occupants,

Please be advised that the annual inspection and maintenance of the fire alarm system for **[Insert Building Name/Address]** is scheduled to take place on the following date(s):

- **Date(s):** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]

**What to expect:**

- Technicians will be testing smoke detectors, heat sensors, and manual pull stations.
- The fire bells and sirens will be activated intermittently throughout the day.
- Technicians [will / will not] require access to individual units/offices.

Please treat all alarms as real unless notified otherwise by the onsite technicians or building management. We apologize for any noise or inconvenience this essential safety work may cause.

If you have any questions, please contact the Management Office at [Insert Phone Number].

Sincerely,

[Your Name/Company Name]

[Building Management]